



## New Jersey Department of Children and Families Policy Manual

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|-------------|------|--|-----------------|
| Manual:     | CP&P | Child Protection and Permanency                                  | Effective Date: |
| Volume:     | X    | Forms  |                 |
| Chapter:    | A    | Forms  | 4-4-2011        |
| Subchapter: | 1    | Forms  |                 |
| Issuance:   | 5.49 | <b>CP&amp;P Form 5-49, Resource Parent Identification Letter</b> |                 |

Click [here](#) to view or print the CP&P Form [5-49](#), Resource Family Parent Identification Letter.

### WHEN TO USE IT

Whenever a child enters a resource family parent home placement or moves from one resource home to another, the assigned Worker completes this form through NJ SPIRIT, and delivers it to the resource family parent at the time of placement. This form is used by the resource family parent to identify and confirm their authority to:

- Register the foster child in school or pre-school
- Provide documentation that the child is a foster child and therefore categorically eligible for the school's free meal program
- Obtain medical care for the child
- Obtain other social services for the child, as necessary
- NJS prints this form on official agency letterhead.

### HOW TO USE IT

Complete this form in the NJ SPIRIT application, by accessing it through the NJ SPIRIT Desktop > Create > Case Work > Placement

Only complete this template outside of the NJ SPIRIT application as part of a contingency plan when the application is unavailable. However, in doing so, you are still required to create the form in NJ SPIRIT when the application becomes available.

Go to the NJ SPIRIT desktop for form instructions.

### TIPS FOR COMPLETING THE FORM

Once the form is completed in NJS and printed, the Local Office Manager or designee signs it and the office notary notarizes his or her signature. The form is valid for six months from date of notarization.

## **DISTRIBUTION**

|                    |   |   |
|--------------------|---|---|
| Original           | - | Resource family parent (signed and notarized) |
| Copy               | - | Child's case record                           |
| Copy               | - | Resource family parent home record            |
| Electronic<br>Copy | - | NJ SPIRIT Electronic Case Record              |